**5th February 2019**

**New and Renewal Awards**

The ACCEA National round for new national awards and renewal awards opens on **Thursday, 7th February 2019** and closes at 5pm on **Thursday 4th April 2019**.

BASHH members who wish to be considered for BASHH support for a national ACCEA Award in England and Wales and those who are renewing their award and want a citation from BASHH need to fill in the appropriate forms (CVQs). The forms are available at the bottom of this document or by clicking [**here**](https://www.gov.uk/government/publications/clinical-excellence-awards-2014-application-forms#history).

It must be clear what you have done since your last award and all achievements must be dated.

We will mark the personal statements for contributions to BASHH. Therefore, please ensure that you orientate your ‘personal statement’ on the form you submit to BASHH to focus on your activities for BASHH.

Silver and Bronze applicants may submit one of the additional forms only whereas Gold applicants can submit up to two additional forms.

Top ten tips are available (see end of document), complied by members of the BASHH ACCEA committee who have marked forms/been on other ACCEA committees.

**The closing date for the receipt of applications to be considered by BASHH is:**

**Monday, 18th February 2019 at 12pm (noon)**

Please submit your forms to admin@bashh.org and copy to elizabeth.carlin@bashh.net

**Forms will not be considered if received after that date and time.**

Please read and follow the ACCEA Applicants’ Guide for New and Renewed Awards, which can be accessed via the following link: <https://www.gov.uk/government/publications/clinical-excellence-awards-application-guidance>.Reading the ACCEA Assessors’ Guide, accessible via the same link, may also help you with your form.

**Renewals**

Consultants will need to put in a renewal application if:

* they received their current award in the 2015 round
* their award was last renewed in 2014 (awarded in 2010, 2005, 2000)

Renewals are considered against the standard applicable for new awards. Please ensure that you follow the guidance as for new awards. You only have one chance for renewal **so do not miss the ACCEA deadline** and make the best job possible of your form otherwise you may lose your award or it may be downgraded. You can now choose to renew your silver, gold or platinum award at the same level or at a lower level.

**BASHH Support**

BASHH can provide a citation to support new applicants and renewals. If you wish BASHH to provide a citation then you must submit your forms to BASHH. Please make it clear in the e-mail to BASHH with your attached submission forms whether you are applying for a new award, a new award and a renewal, or a renewal only. If you are renewing please state at which level you are applying to renew your award.

For Scottish renewals please send the relevant form if you are requesting a citation for renewal.

**The deadline for the submission of forms for BASHH support for ‘new’ or ‘new and renewal’ or ‘renewal’ awards is:**

**Monday, 18th February 2019 at 12pm (noon)**

Forms should be submitted to admin@bashh.org and copied to elizabeth.carlin@bashh.net

Forms will not be considered if submitted after the above date and time.

**BASHH Process**

Forms submitted by the deadline will be scored by the BASHH ACCEA committee. The committee members mark all domains, including the personal statement.

**The personal statement will be marked for contributions to BASHH. Therefore, please ensure that you orientate your ‘personal statement’ on the form you submit to BASHH to focus on your activities for BASHH.**

Your personal statement on the ACCEA online form needs to encompass all your achievements and may be different to your BASHH submission.

The committee will meet on 8th March 2019 and discuss the applications and collated scores. For new applications that are supported a ranked list is produced. For renewal applications that are supported a ranked list is not required.

A member of the committee will be identified to suggest any changes to the form before you submit to your Trust (depending on time lines) and write the citation.

The Royal College of Physicians has a separate process. The RCP form and details will be provided online by the RCP. The RCP also usually asks you to ‘weight’ your personal statement for achievements relating to RCP activities i.e. you may wish to use a different personal statement for RCP compared with BASHH and compared with your final submission to ACCEA.

To have a greater chance of success you need support from your Trust and from one or more other organisations so please submit to the RCP and/or other nominating bodies if you can.

**Practical Tips**

It is easier to adjust and edit the content of your forms if you do the sections as a Word document and then cut and paste onto the CVQs for BASHH and the online forms for the RCP and ACCEA. Remember the character count includes spaces as well as characters.

Clarity of the form is essential and often ‘more is less’. Make it clear what you have done since your last award and date all achievements.

The BASHH top ten tips is provided below and is also available on the BASHH website.

If you require any further advice or help, please contact Elizabeth Carlin, Secretary of the BASHH ACCEA Committee via email (elizabeth.carlin@bashh.net) in the first instance.

**Elizabeth Carlin
Secretary of BASHH ACCEA Committee
February 2019**

   

